

INSTRUCTION NO.
LI 1-5

LI 1-5

ORGANIZATION

November 1968

revised January

SUBJECT : Mission, Functions, and Delegations of Authority, Supply Division

RESCISSION: LI 1-5 dated 25 July 1966

1. MISSION

25X1A
← To requisition, receive, inspect, store, issue, ship, and account for Agency materiel [] and to formulate and administer policy for the operation of a worldwide Agency supply system.

2. FUNCTIONS

← The Chief, Supply Division, or in his absence the Acting Chief, shall:

← a. Act as the principal advisor to the Director of Logistics on all supply matters and programs.

← b. Exercise command jurisdiction over all []

25X1A

← c. Provide staff and technical guidance and assistance to Agency components to ensure that supply support, including materiel transportation, is rendered in the most economical manner consistent with time and security factors.

← d. Acquire, issue, transfer, and dispose of materiel. Coordinate these actions with the cognizant Agency component when technical materiel is involved.

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← e. Dispose of ordnance materiel after coordination with [] and in consonance with ~~DOD~~ *Department of Defense (DOD)* policy and with the concurrence of the Director of Logistics when quantities involved are significant.

DD/P,

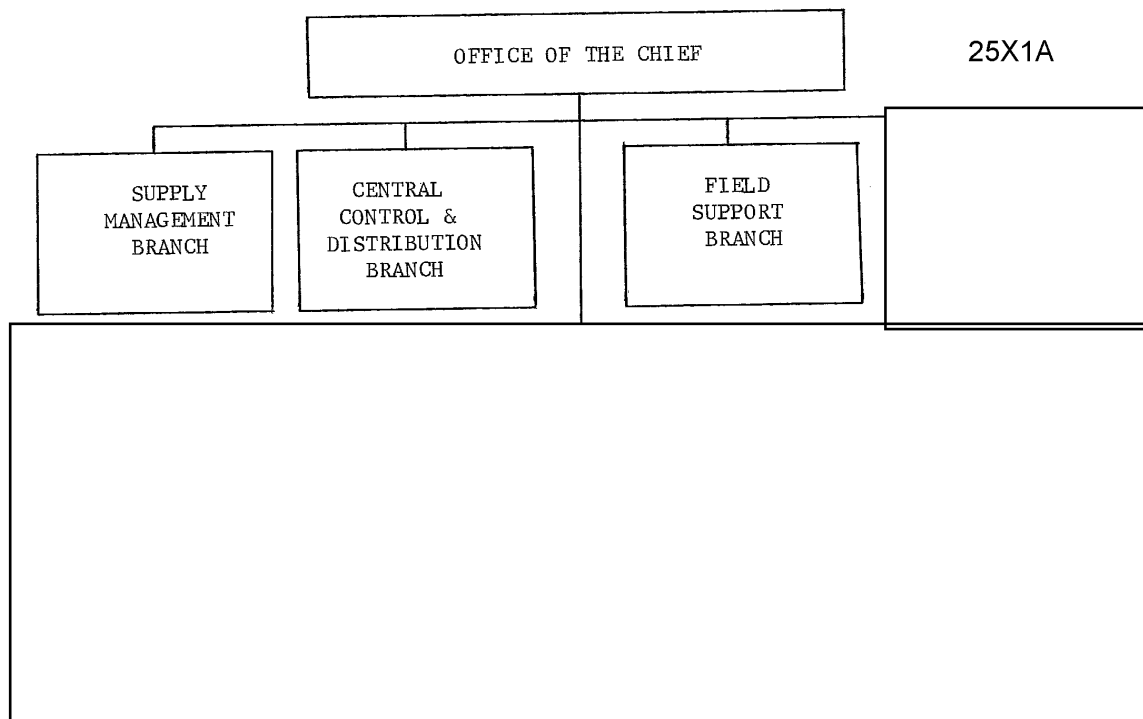
GROUP I
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S E C R E T

OFFICE OF LOGISTICS
SUPPLY DIVISION

~~OFFICE OF LOGISTICS, SUPPLY DIVISION~~



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f. Prepare, publish, and maintain a standardized Agency Supply Catalog consonant with the Federal Cataloging Program.

g. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent ⁴State government officials on matters pertaining to materiel requisitioning programs, transportation of materiel, and vehicle registration.

h. Establish and maintain liaison with commercial firms in matters pertaining to:

- (1) Delivery and resolution of discrepancies on unclassified purchase orders.
- (2) Booking and shipment of materiel.
- (3) Packing and packaging methods and materials.
- (4) Warehousing techniques and equipment.
- (5) Item identification.
- (6) Product demonstration.

i. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from DOD excess channels.

j. Monitor the Agency motor vehicle program, maintain Consolidated Tables of Vehicular Allowances, and the central Agency vehicle records.

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3. AUTHORITY

a. In conjunction with his assigned mission, the Chief, Supply Division, or in his absence the Acting Chief, is delegated the authority to:

- (1) Appoint accountable officers for personal property under the control of the Supply Division.
- (2) Procure or initiate procurement and expend funds approved for supplies, equipment, and services required for the operations of the Supply Division, Headquarters materiel transport system, and
- (3) Approve all Reports of Inventory Adjustment, including those pertaining to the disposal of excess or unserviceable property, and determine those inventory shortages or condition changes to be subject to a Report of Survey.
- (4) Make final determination and furnish appropriate disposition instructions on lists of excess property referred to Headquarters by CONUS and overseas field activities.
- (5) Approve requisitions for procurement action or interdepartmental requisitioning of stock items or nonstocked items in support of Agency activities.
- (6) Certify all receipts of materiel and services processed through

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- (7) Incur obligations and make expenditures up to \$2,000 per fiscal year for maintenance, alteration, modification, and repairs [redacted] involving several buildings, and up to \$500 for a single structure.

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- (8) Authorize procurement and supply action by the [redacted] 25X1A [redacted] for those approved categories of supplies or equipment submitted directly to these installations by Agency components which are within the current line item dollar limitation.

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- (9) Authorize [redacted] to procure expendable materiel costing less than \$100 per line item for all customer requirements available from sources within the Washington ^aArea. Exceptions to this authority will be materiel requiring technical office research or review, materiel for stock, ordnance materiel, and

25X1A

- [redacted]
- (10) Approve requests for issue of excess property without cost.
- (11) Approve requests for the installation of window-type air conditioning equipment, not to exceed 10,500 BTU's and limited to use in living quarters or general office areas.
- (12) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis.

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- (13) Schedule and conduct inventories as prescribed, security and operational factors permitting, to confirm the accuracy of accountable records.
- (14) Approve the loan of nonexpendable property to CONUS Agency components for test^{ing} evaluation, and demonstration, or for operational purposes when the term of loan does not warrant a charge to property authorization.
- (15) Approve Consolidated Tables of Vehicular Allowances and changes thereto, installation of optional vehicular equipment, and ~~the~~ disposal or replacement of vehicles.
- (16) Approve requirements for Government Transportation Requests (TR's) and bills of lading for the movement of materiel.
- (17) Certify on Agency or host activity shipping documents that transportation services requested were rendered.
- (18) Approve prepayment of transportation charges from an imprest

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- (19) Approve driver advances from an imprest fund, and travel vouchers for expenses incurred in the movement of materiel.

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b. The Chief, Supply Division, may redelegate the authorities contained in paragraphs 3.a.(2), (4), (5), (6), (13), (16), (17), (18), and (19). The authority stated in paragraph 3.a.(3) may be redelegated except where it pertains to unusual loss or damage; redelegation of this authority to ^{Chief} ~~Chief~~ of [redacted] 25X1A

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[redacted] disposition of property in accordance with the authority stated in paragraph 3.a.(7) may be redelegated as it pertains to maintenance, minor modification, or alteration and repair. The authority stated in paragraph 3.a.(14) may be redelegated as it pertains to the loan of property for test^{ing} evaluation, and demonstration. One copy of each redelegation of authority will be forwarded to the Executive Officer.

4. ORGANIZATION

See Organization Chart on Page 2.

George E. Meloon
Director of Logistics

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 1-5

FROM:

Chief, Supply Division, OL

EXTENSION

NO.

DATE

8 December 1967

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Chief, Planning Staff, OL

12/12

2/15

Summary of Changes to LI 1-5 25X1A

2.

EO/OL

2/1/68

AP

1. Organizational Chart - Deleted

3.

2. Paragraph 3 - Authorities

4.

OL/EO/R+SB

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a.(8) Procurement & Supply authorities deleted

5.

a.(9) New subparagraph - authority for CD/SPU activity based on memo from D/L to C/SD.

6.

a.(13) New subparagraph - authority permitting SD to schedule and conduct inventories.

7.

8.

a.(15) Phrase revised to read "approve Consolidated Tables of Vehicular Allowances..."

9.

b. Granted authority to C/SD to redelegate authority to:

10.

(4) Make determination and furnish disposition instructions on lists of excess property.

11.

12.

(13) Schedule and conduct inventories.

13.

14.

15.